JCNDE JOINT COMMISSION ON NATIONAL DENTAL EXAMINATIONS

Integrated National Board Dental Examination (INBDE) 2023 Candidate Guide

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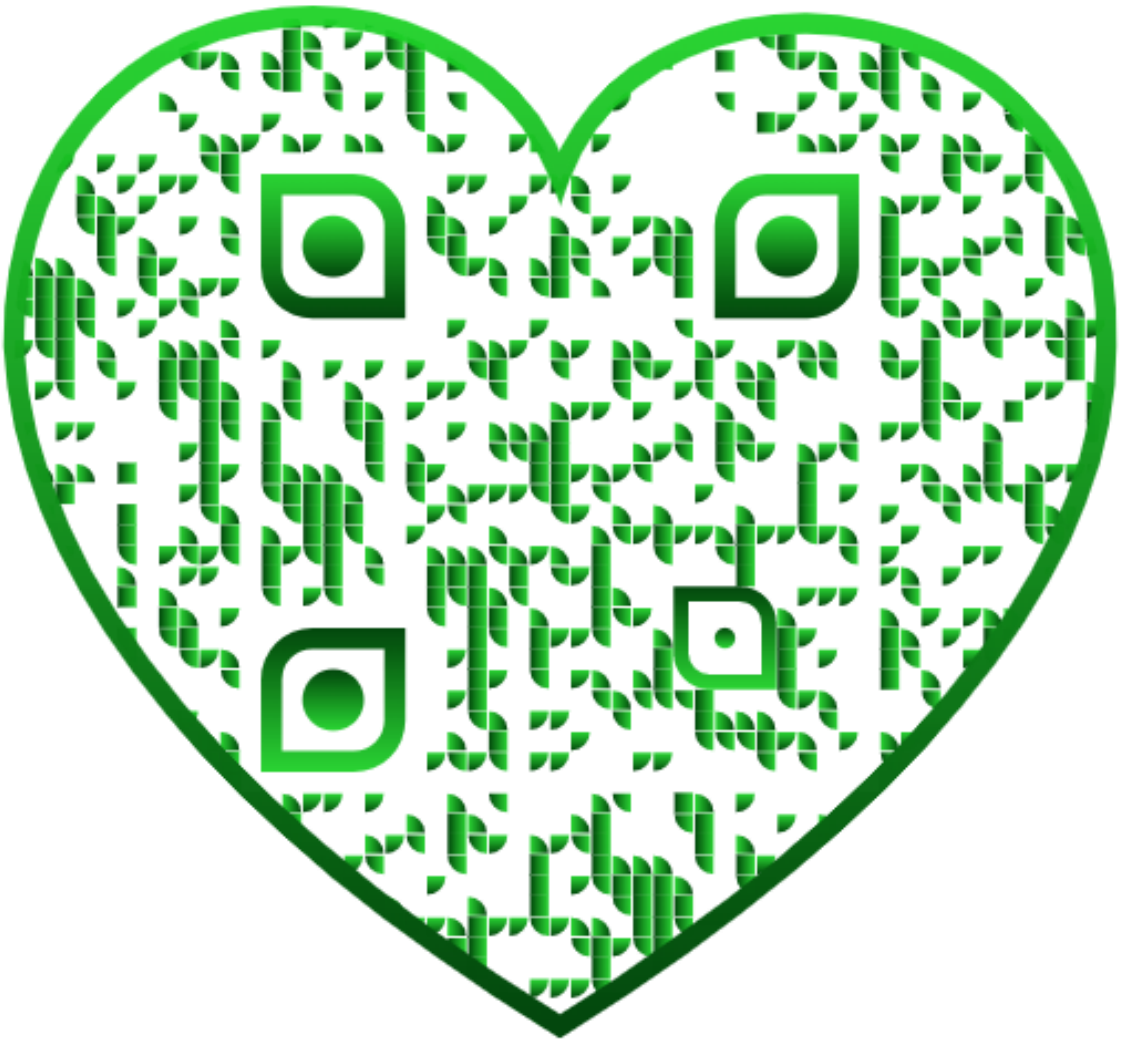

IMPORTANT NOTE: COVID-19 continues to have an impact on examination programs implemented by the JCNDE. Candidates should regularly monitor the COVID-19 update document, posted on the Examination Program website, to understand the potential impact of COVID-19 on Examination Program administrations. Candidates must comply with all required test center procedures, including those pertaining to COVID-19.

You are required to read this document before you apply to take the examination.

At the time of application, you will be required to confirm that you have read this document, understood its contents, and agree to the policies and procedures contained herein.

Changes in the Integrated National Board Dental Examination (INBDE®) may occur after publication of this Guide. Updated PDFs will be posted on the National Board Guides page at www.https://jcnde.ada.org/inbde. You will be subject to the policies and procedures currently in effect at the time of your test administration.

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ABOUT THIS GUIDE AND EXAMINATION PROGRAM

This document is the official candidate guide for the Integrated National Board Dental Examination ("INBDE®" or the "Examination"). It provides information about application and examination procedures, program policies, examination content, test security, ramifications of rule violations, and scoring. The governing body for the INBDE is the Joint Commission on National Dental Examinations ("JCNDE" or "Governing Body"). The INBDE is implemented by the Department of Testing Services ("DTS"). The JCNDE is an agency of the American Dental Association ("ADA"), while DTS is a shared service of the ADA. Examinations are administered by Prometric ("Prometric" or "Administration Vendor") in the United States and Canada. Collectively, the Governing Body, DTS, and the set of activities, policies, and procedures occurring in support of this examination are referred to as the "INBDE Program" or simply the "Examination Program."

The Joint Commission on National Dental Examinations (JCNDE) would like to thank you for your interest in this examination. As the agency responsible for overseeing the development and administration of this examination, the JCNDE appreciates the time and energy you are devoting in preparation. The JCNDE takes its responsibilities extremely seriously, and works diligently to help ensure its examinations provide valid, reliable and fair evaluations of candidate knowledge, skills, and abilities.

PURPOSE OF THE NATIONAL BOARD EXAMINATIONS

The purpose of the National Board Examinations (NBE) (i.e., the INBDE®, DLOSCE™, and NBDHE®) is to assist dental boards in determining the qualifications of those who seek licensure to practice dentistry or dental hygiene. These examinations assess important knowledge, skills, and abilities required for safe practice, and their relevant application in a problem-solving context. Licensure boards use the information provided by the NBEs to help protect the public health.

Acceptance of the NBEs is at the discretion of individual licensing jurisdictions. Currently, all United States licensing jurisdictions recognize the INBDE and NBDHE; these jurisdictions include all 50 states, the District of Columbia, Puerto Rico, Guam, and the US Virgin Islands. Please see www.ada.org/dlosce for information concerning the specific licensing jurisdictions that currently accept DLOSCE results as either full or partial fulfillment of board clinical licensure examination requirements.

Additional information regarding licensure and licensure requirements can be found in the Licensure Overview page of the American Dental Association's website (https://www.ada.org/resources/licensure).

EXAMINATION FAIRNESS

Fairness, diversity, and inclusion are values that are of critical importance to society and to health professions. The Governing Body and DTS have devoted and continue to devote substantial time and energy to these considerations, to comprehensively consider the relevant issues and implement examination programs that are fair, valid, and reliable, providing candidates with the opportunity to demonstrate their knowledge, skills, and abilities in support of accurate and valid skill measurement. Fairness efforts are rooted in professional standards as promulgated in the *Standards for Educational and Psychological Testing*[1]. This document — published by the American Educational Research Association, American Psychological Association, and National Council on Measurement in Education—provides professional guidance on all aspects of testing, and specifically notes that fairness is fundamental to validity. Fairness considerations are embedded throughout this Examination Program, affecting every aspect of how this examination is constructed, administered, scored, and reported, appropriately recognizing the critical importance of fairness to society and reflecting the core values of those who work closely and care deeply about this program.

[1] American Educational Research Association, American Psychological Association, National Council on Measurement in Education. (2014) Standards for Educational and Psychological Testing. Washington, DC: Author.

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ETHICAL CONDUCT

Health care professionals play an important role in society by providing services that contribute to the overall health and well-being of individuals and their communities. In light of this responsibility, such professionals must behave ethically at all times. This obligation begins at the time of application to school and continues through the educational process, the licensure process, and the entirety of professional practice.

Members of the dental profession voluntarily abide by the ADA Principles of Ethics and Code of Professional Conduct in the interest of protecting patients and maintaining the trust of society. The ADA Principles of Ethics and Code of Professional Conduct is found at this link:
https://www.ada.org/en/about-the-ada/principles-of-ethics-code-of-professional-conduct

The purpose of this Examination Program is to provide licensure boards with information as to whether a candidate possesses the necessary skills to safely practice at an entry-level. Accordingly, all candidates are expected to pass the examination on their own merit without assistance and are expected to maintain confidentiality with respect to examination content.

Applicants are expected to abide by these ethical standards and to read, understand, and comply with the examination regulations and rules of conduct for this examination. The obligation to abide by these ethical standards includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in all matters pertaining to examinations completed now and in the future (examination applications, examination procedures, applications for licensure, etc.).

Misconduct resulting in an irregularity in the examination process is a very serious matter. Violation of the rules of conduct or examination regulations may result in civil liability, voiding of examination results, retest penalties, or other appropriate penalties.

Under certain circumstances, misconduct and irregularities in the examination process may be reported to relevant licensing authorities. **A candidate who acts unethically risks potential delay, denial, suspension or loss of licensure.**

The Examination Program Governing Body, licensure boards, and the profession expect strong ethical behavior from all candidates. The Governing Body annually publishes policies and procedures applicable to misconduct and irregularities in the application and examination process. This information is available in later sections of this document. The Governing Body expects all candidates to carefully read and understand this information and their obligations as candidates for this examination.

EXAMINATION CONTENT AND PREPARATION MATERIALS

EXAMINATION CONTENT AND SPECIFICATIONS

The Domain of Dentistry

The INBDE® was designed to integrate the biomedical, clinical, and behavioral sciences in its evaluation of candidate dental cognitive skills. This integration occurs through the use of the Domain of Dentistry, which serves as the content domain for the INBDE. The Domain of Dentistry represents the Clinical Content areas and Foundation Knowledge areas required for the safe, independent, general practice of dentistry by entry-level practitioners. It contains 56 Clinical Content (CC) areas and 10 Foundation Knowledge (FK) areas. Through this approach the clinical relevance of examination content is maximized. The Domain of Dentistry serves as the key reference for the INBDE test specifications, which indicate the percentage of items allocated to topic areas.

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

Clinical Content Areas

INBDE® Clinical Content areas represent the fundamental tasks that are performed by entry-level general practitioners. These areas are grouped into three component sections: Diagnosis and Treatment Planning, Oral Health Management, and Practice and Profession.

Diagnosis and Treatment Planning

Diagnosis and Treatment Planning includes all aspects of diagnosis, assessment, interpretation of laboratory results, physical evaluation of structure, appearance and function, as well as background, characteristics, circumstances, underlying conditions and psychological, social or behavioral influences to derive an accurate diagnosis and treatment plan, as well as reasonable and safe treatment alternatives for any patient. Within the Joint Commission's Domain of Dentistry, Diagnosis and Treatment Planning is represented by the tasks indicated below.

#	Diagnosis and Treatment Planning
1	Interpret patient information and medical data to assess and manage patients.
2	Identify the chief complaint and understand the contributing factors.
3	Perform head and neck and intraoral examinations, interpreting and evaluating the clinical findings.
4	Use clinical and epidemiological data to diagnose and establish a prognosis for dental abnormalities and pathology.
5	Recognize the normal range of clinical findings and distinguish significant deviations that require monitoring, treatment, or management.
6	Predict the most likely diagnostic result given available patient information.
7	Interpret diagnostic results to inform understanding of the patient's condition.
8	Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
9	Recognize the interrelationship between oral health and systemic disease, and implement strategies for improving overall health.
10	Select the diagnostic tools most likely to establish or confirm the diagnosis.
11	Collect information from diverse sources (patient, guardian, patient records, allied staff, and other healthcare professionals) to make informed decisions.
12	Formulate a comprehensive diagnosis and treatment plan for patient management.
13	Discuss etiologies, treatment alternatives, and prognoses with patients so they are educated and can make informed decisions concerning the management of their care.
14	Understand how patient attributes (e.g., gender, age, race, ethnicity, and special needs), social background and values influence the provision of oral health care at all stages of life.
15	Interact and communicate with patients using psychological, social, and behavioral principles.

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

Oral Health Management

Oral Health Management includes all aspects of patient care delivery, including provision and modification of treatment, handling of complications, intervention outcomes assessment, and all developments that arise in the course of managing a patient's oral health care. Within the Joint Commission's Domain of Dentistry, Oral Health Management is represented by the tasks indicated below.

#	Oral Health Management
16	Prevent, recognize and manage medical emergencies (e.g., cardiac arrest).
17	Prevent, recognize and manage dental emergencies.
18	Recognize and manage acute pain, hemorrhage, trauma, and infection of the orofacial complex.
19	Prevent, diagnose and manage pain during treatment.
20	Prevent, diagnose and manage pulpal and periradicular diseases.
21	Prevent, diagnose and manage caries.
22	Prevent, diagnose and manage periodontal diseases.
23	Prevent, diagnose and manage oral mucosal and osseous diseases.
24	Recognize, manage and report patient abuse and neglect.
25	Recognize and manage substance abuse.
26	Select and administer or prescribe pharmacological agents in the treatment of dental patients.
27	Anticipate, prevent, and manage complications arising from the use of therapeutic and pharmacological agents in patient care.
28	Diagnose endodontic conditions and perform endodontic procedures.
29	Diagnose and manage the restorative needs of edentulous and partially edentulous patients.
30	Restore tooth function, structure, and esthetics by replacing missing and defective tooth structure, while promoting soft and hard tissue health.
31	Perform prosthetic restorations (fixed or removable) and implant procedures for edentulous and partially edentulous patients.
32	Diagnose and manage oral surgical treatment needs.
33	Perform oral surgical procedures.
34	Prevent, diagnose and manage developmental or acquired occlusal problems.
35	Prevent, diagnose and manage temporomandibular disorders.
36	Diagnose and manage patients requiring modification of oral tissues to optimize form, function and esthetics.
37	Evaluate outcomes of comprehensive dental care.
38	Manage the oral esthetic needs of patients.

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

Practice and Profession

Practice and Profession includes the understanding, implementation and monitoring of effective systems, procedures and policies that support professional practice integrity, quality control and self or organizational performance assessment, as well as systems, procedures and policies that enable skillful integration of new knowledge, products and technology, and that minimize risk and enhance the quality of care provided or improve community oral health. Within the Joint Commission's Domain of Dentistry, Practice and Profession is represented by the tasks indicated below.

#	Practice and Profession
39	Evaluate and integrate emerging trends in health care.
40	Evaluate social and economic trends and adapt to accommodate their impact on oral health care.
41	Evaluate scientific literature and integrate new knowledge and best research outcomes with patient values and other sources of information to make decisions about treatment.
42	Practice within the general dentist's scope of competence and consult with or refer to professional colleagues when indicated.
43	Evaluate and utilize available and emerging resources (e.g., laboratory and clinical resources, information technology) to facilitate patient care, practice management, and professional development.
44	Conduct practice activities in a manner that manages risk and is consistent with jurisprudence and ethical requirements in dentistry and healthcare.
45	Recognize and respond to situations involving ethical and jurisprudence considerations.
46	Maintain patient records in accordance with jurisprudence and ethical requirements.
47	Conduct practice related business activities and financial operations in accordance with sound business practices and jurisprudence (e.g., OSHA and HIPAA).
48	Develop a catastrophe preparedness plan for the dental practice.
49	Manage, coordinate and supervise the activity of allied dental health personnel.
50	Assess one's personal level of skills and knowledge relative to dental practice.
51	Adhere to standard precautions for infection control for all clinical procedures.
52	Use prevention, intervention, and patient education strategies to maximize oral health.
53	Collaborate with dental team members and other health care professionals to promote health and manage disease in communities.
54	Evaluate and implement systems of oral health care management and delivery that will address the needs of patient populations served.
55	Apply quality assurance, assessment and improvement concepts to improve outcomes.
56	Communicate case design to laboratory technicians and evaluate the resultant restoration or prosthesis.

Foundation Knowledge (FK) Areas

Within the Domain of Dentistry, Foundation Knowledge (FK) Areas represent the knowledge, skills, and abilities that are required to successfully perform tasks represented in the aforementioned Clinical Content Areas. Knowledge in each area is applied by the dentist to aid in the prevention, diagnosis, and management of oral disease and to promote and maintain oral health. The Domain of Dentistry Foundation Knowledge areas are as follows:

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

#	Foundation Knowledge Areas
1	Molecular, biochemical, cellular, and systems-level development, structure and function
2	Physics and chemistry to explain normal biology and pathobiology
3	Physics and chemistry to explain the characteristics and use of technologies and materials
4	Principles of genetic, congenital and developmental diseases and conditions and their clinical features to understand patient risk
5	Cellular and molecular bases of immune and non-immune host defense mechanism.
6	General and disease-specific pathology to assess patient risk
7	The biology of microorganisms in physiology and pathology
8	Pharmacology
9	Behavioral sciences, ethics, and jurisprudence
10	Research methodology and analysis, and informatics tools

A detailed description and explanation of the Foundation Knowledge areas is provided on the JCNDE's website, in a document entitled "Foundation of Knowledge for the General Dentist" that can be accessed via https://jcnde.ada.org/inbde/inbde-prepare. This document presents the following concerning each Foundation Knowledge area:

- Statement describing the general content associated with the area
- Examples of dental disciplines relevant to the area
- Examples of clinical dental science areas relevant to the area
- Major topics and subtopics within each area, including relevant disciplines and detailed
- examples

Candidates are urged to read this document to learn more about the Foundation Knowledge areas assessed by the INBDE.

Test Specifications*

Test specifications provide information concerning how examination questions (items) are allocated across areas of a content domain. The INBDE test specifications are given in the table below. These specifications show the percentage of examination items allocated to each clinical component section and each Foundation Knowledge Area. Additional, the table also shows how items are allocated within each section and area.

Foundation Knowledge Areas	FK 1	FK 2	FK 3	FK 4	FK 5	FK 6	FK 7	FK 8	FK 9	FK 10	Total
Diagnosis & Treatment Planning	5%	2%	2%	5%	4%	5%	4%	3%	3%	3%	**36%**
Oral Health Management	7%	4%	4%	4%	4%	4%	4%	4%	3%	3%	**42%**
Practice and Profession	<1%	<1%	2%	2%	1%	3%	2%	3%	5%	4%	**22%**
Total	**12%**	**7%**	**8%**	**11%**	**9%**	**12%**	**11%**	**11%**	**11%**	**10%**	**100%**

*All values have been rounded to facilitate interpretation. Due to this rounding, marginal totals may not precisely equal the sum of the respective cells.

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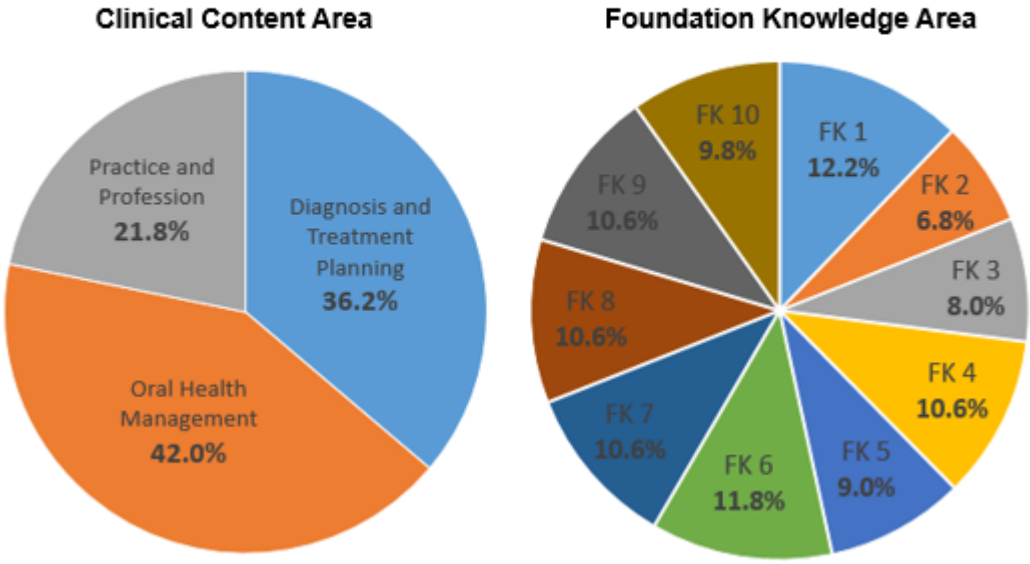
EXAMINATION CONTENT AND SPECIFICATIONS (continued)

INBDE® Test Specifications (500 items)



SAMPLE ITEM FORMATS

All INBDE items consist of a stem, which poses a problem, followed by a list of possible answers (response options). The stem of the examination item will either be a question or the start of a sentence which will be completed by each of the response options. Each item will have at least three and not more than five possible responses. All of the items on the examination are multiple choice, and only one of the responses is considered to be the correct, or best, option. Please find some examples of item formats below.

Completion items require the candidate to complete a sentence to correctly represent a concept or idea.

The sensation of touch, pain, pressure, or temperature is determined by the:

A. degree of myelinization of a nerve fiber.
B. frequency of the stimulation to a nerve fiber.
C. method of stimulation of a nerve fiber.
D. strength of the stimulation to a nerve fiber.

The best indicator for surgical intervention of a carious lesion is:

A. cavitation.
B. decalcification.
C. discoloration.
D. a white spot lesion.

Some items pose a question that communicates a problem or set of circumstances to which the candidate must respond.

Which muscle(s) does the phrenic nerve innervate?

A. Abdominal
B. Diaphragm
C. Internal intercostal
D. Sternocleidomastoid

Which has the potential for undergoing spontaneous malignant transformation?

A. Albright's syndrome
B. Osteogenesis imperfecta
C. Osteomalacia
D. Paget's disease of bone

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

Negatively-worded questions include a word such as EXCEPT or NOT in the stem. These key words are capitalized to alert the reader to the negative wording of the question.

Each of the following medications is used to treat cardiac arrhythmias EXCEPT one. Which is the EXCEPTION?

A. Lidocaine
B. Phenytoin (Dilantin®)
C. Propranolol (Inderal®)
D. Quinidine

Each of the following is affected by saliva EXCEPT one. Which is the EXCEPTION?

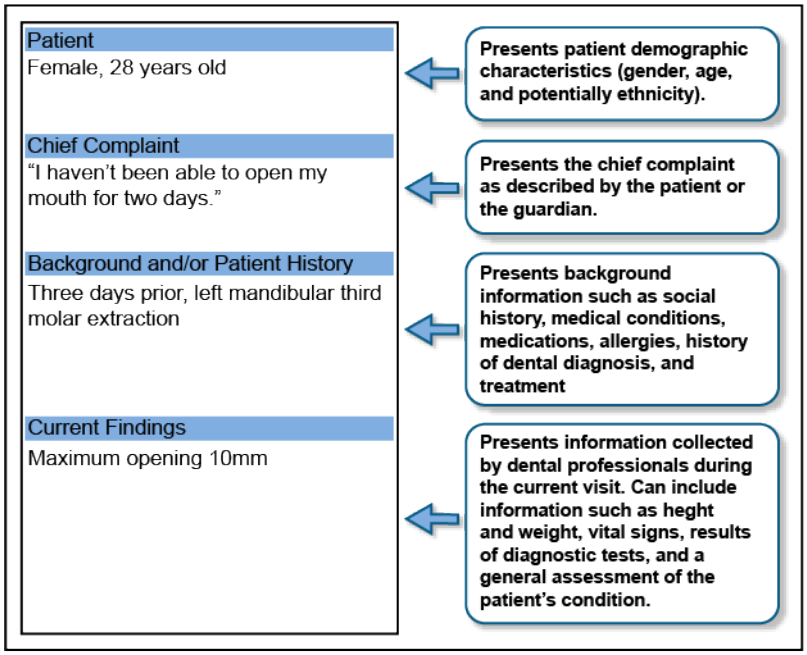
A. Carbohydrate breakdown
B. Dental caries
C. Oral microflora
D. Protein digestion

An acute allergic reaction is LEAST likely to occur in the:

A. bronchi
B. larynx
C. liver
D. skin

PATIENT BOX

Some questions in this examination involve a Patient Box. The Patient Box presents information available to the dentist and dental hygienist at the time of the visit. If no information is presented in a given area of the Patient Box, assume the information is either unknown or is not available. For example, if no allergies are listed, assume the patient has no known allergies at the time of visit. Always consider information presented in the Patient Box when answering questions and pay close attention to all provided patient information.


Patient
Female, 28 years old
Chief Complaint
"I haven't been able to open my mouth for two days."
Background and/or Patient History
Three days prior, left mandibular third molar extraction
Current Findings
Maximum opening 10mm
Presents patient demographic characteristics (gender, age, and potentially ethnicity).
Presents the chief complaint as described by the patient or the guardian.
Presents background information such as social history, medical conditions, medications, allergies, history of dental diagnosis, and treatment
Presents information collected by dental professionals during the current visit. Can include information such as heght and weight, vital signs, results of diagnostic tests, and a general assessment of the patient's condition.

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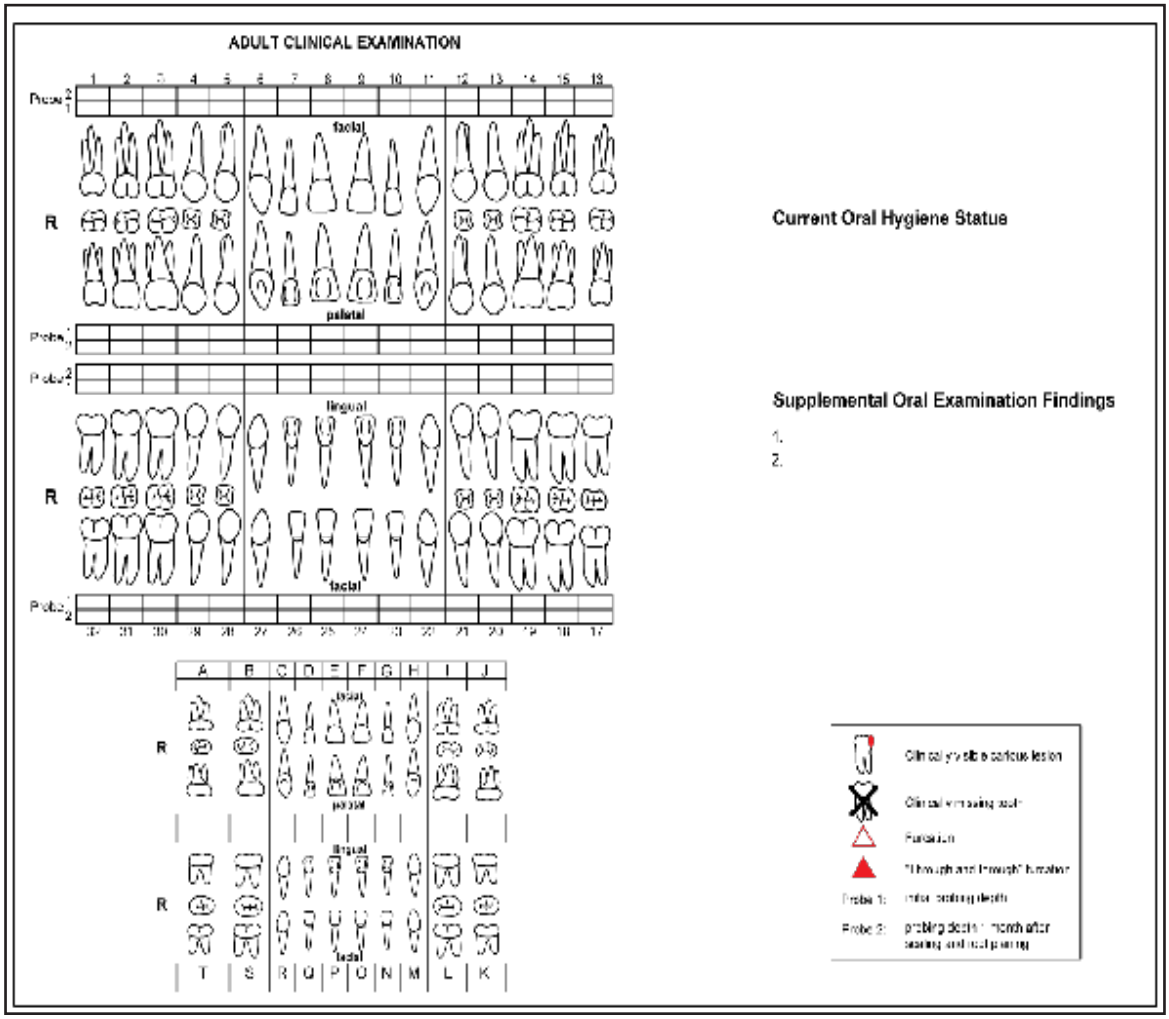
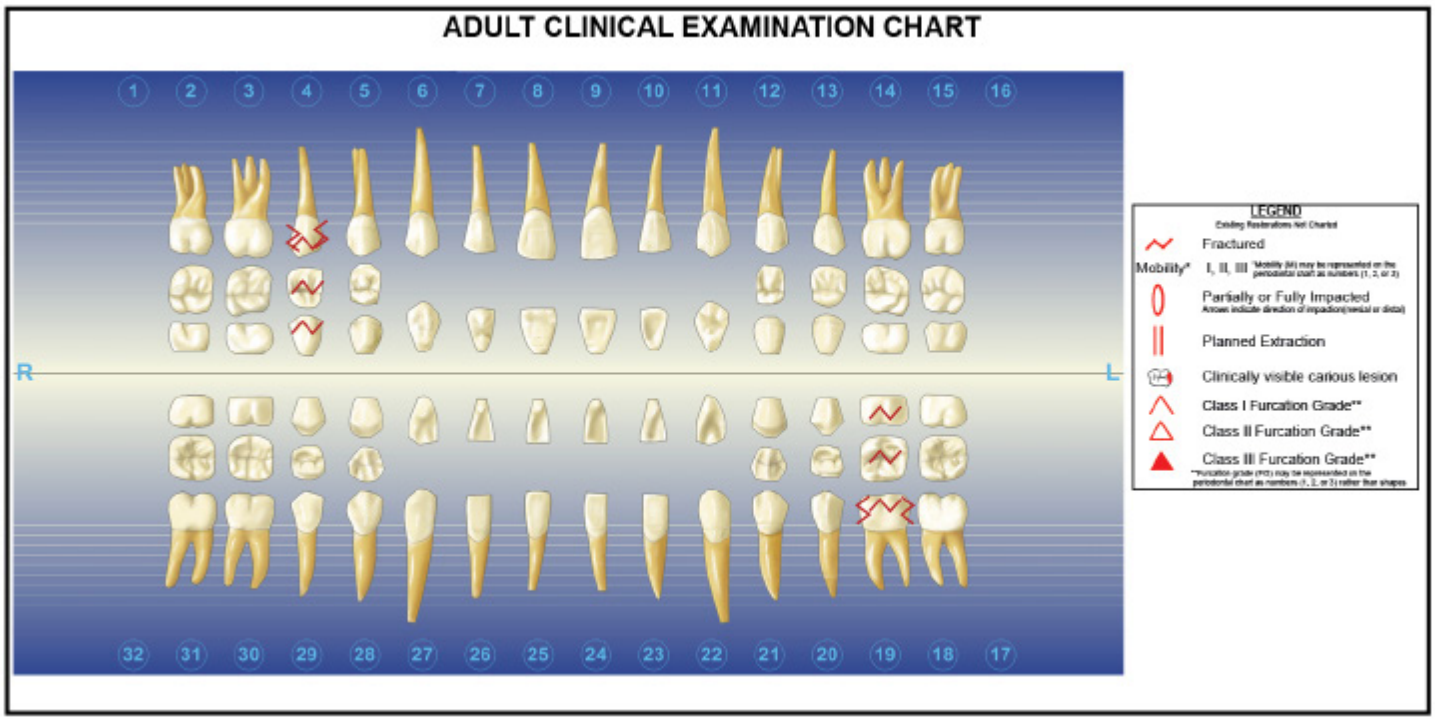
EXAMINATION CONTENT AND PREPARATION MATERIALS

DENTAL CHARTS

Some cases in this test involve dental charts. Below are samples of the types of dental charts used within the test.




ADULT CLINICAL EXAMINATION CHART
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17
R
L
LEGEND
Fractured
Mobility*
Partially or Fully Impacted
Planned Extraction
Clinically visible carious lesion
Class I Furcation Grade**
Class II Furcation Grade**
Class III Furcation Grade**

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EXAMINATION CONTENT AND SPECIFICATIONS (continued)

ACRONYMS AND ABBREVIATIONS

Commonly used acronyms and abbreviations may appear on the examination. Please refer to the Acronyms and Abbreviations document posted at https://jcnde.ada.org/inbde/inbde-prepare to review a list of acronyms and abbreviations that might appear.

EXAMINATION PREPARATION AND RESOURCES

The JCNDE recommends that candidates use textbooks and lecture notes as primary sources for study. The JCNDE does not endorse or recommend any specific texts or other teaching aids (e.g., review courses) that are identified as INBDE® preparation materials. However, the following resources are available to candidates at https://jcnde.ada.org/inbde/inbde-prepare as they prepare for the examination.

Practice Questions

Candidates interested in preparing for the INBDE may visit https://jcnde.ada.org/inbde/inbde-prepare and download the document titled "INBDE practice questions (PDF)" that are available for use by stakeholders and communities of interest. These questions were developed by INBDE test constructors to help introduce the INBDE approach to candidates and schools. The JCNDE believes practice questions are best used to simply familiarize candidates with item formats. The JCNDE does not guarantee that the information in INBDE practice questions is accurate, current, or relevant. Practice questions may no longer be consistent with the current examination specifications, content emphasis, item formatting guidelines, and examination structure. Due to the dynamic nature of dental practice and the biomedical sciences, these materials may be outdated. Candidates are cautioned not to limit preparation for the examination to the review of practice questions.

All practice questions are the property of the JCNDE, for use by educators and students within educational environments and for individual study. These questions are copyrighted and may not be reproduced in any format, whether paper or electronic, without the expressed written permission of the JCNDE. For additional information regarding this examination, please visit the following web page: https://jcnde.ada.org/en/inbde

All examination questions are reviewed annually by a team of subject matter experts before they are used for examination purposes. This process helps to ensure that the questions reflect the most recent research and guidelines. For information about how and when newly emerging guidelines are incorporated into the examination, candidates should review the online document entitled Recent and Forthcoming Updates to Examinations posted at https://jcnde.ada.org/.

Tutorial

At the beginning of the test administration session, candidates will be given an opportunity to take a brief tutorial before attempting official test questions. The tutorial is designed to familiarize candidates with how to use the test administration computer to navigate the examination.

Test Drive

Prometric offers a Test Drive to allow candidates to become familiar with the testing experience. In 30 minutes, candidates can preview what they will encounter during their official test administration session, including:

- the scheduling and registration process
- the complete check-in process.
- introduction to test center staff and surroundings.
- a live 15-minute sample test (i.e., a generic test, not the INBDE) to experience the testing process.

Visit Prometric at https://www.prometric.com/test-drive for further details and pricing.

CONFIDENTIALITY OF EXAMINATION MATERIALS

Examination items represent confidential, copyrighted intellectual property. Obtaining, using, or distributing examination questions—also referred to as examination items—is strictly prohibited, regardless of the method employed (memorization, recording, copying, or other means). This prohibition includes the discussion, distribution, or online posting of remembered examination questions or answers, in whole or in part. The use or sharing of examination questions violates the examination regulations and rules of conduct of this testing program. Such activities could provide an unfair advantage and threaten the validity and credibility of the examination. Since all examinations are copyrighted property, these prohibited activities also violate federal copyright laws.

The Department of Testing Services investigates all reports of candidates' alleged production, misuse, or sharing of confidential examination materials, and will pursue formal action against anyone who violates examination regulations or federal copyright law. Violations could result in the voiding of examination results, legal action, or other appropriate penalties.

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SCORING OF EXAMINATION

The examinations of the JCNDE are all criterion-referenced, with the minimum passing score for each examination determined by subject matter experts through rigorous standard-setting activities. On a periodic basis, passing standards for each examination are separately reviewed and updated by subject matter experts and the JCNDE itself, in order to reflect any changes in the level of knowledge, skills, and abilities required to safely practice.

National Board Examination results are reported as either "pass" or "fail," based on a candidate's performance with reference to the corresponding standard established for the Examination Program. Results are reported only as "pass" for candidates who achieve passing scores. For remediation purposes, the JCNDE provides performance information to candidates who have failed the examination. For the INBDE®, this information is provided at an overall level, for the three (3) clinical content areas, and for the ten (10) foundation knowledge areas. The determination as to whether a candidate has either passed or failed the examination is based solely on the overall scale score (i.e., not on subarea scales). This overall scale score is provided to unsuccessful candidates in their results report. In providing INBDE results, all previous attempts on the National Board Dental Examinations (i.e., NBDE Part I, NBDE Part II, and the INBDE) are reported. With respect to candidates who tested prior to 2012, numerical scores for prior attempts are still reported.

While examination results are reported as "pass" or "fail," the underlying mechanism for determining the "pass/fail" result involves computation of a quantitative scale score that is subsequently evaluated against a minimum passing scale score (i.e., the standard). Using scale scores, it is possible to meaningfully compare the performance of one applicant with the performance of all applicants. Scale scores range from 49 to 99, with a score of 75 representing the minimum passing score. Scale scores are not raw scores (i.e., the number of questions answered correctly). A scale score of 74 does NOT mean that a candidate would have passed the examination if they had answered one more question correctly. When standards are updated a corresponding modification is made to the scoring scale, so that a scale score of 75 continues to reflect the minimum passing score.

Many different forms of the examination are available for administration, so that from a test security perspective candidates do not all see the same set of questions when they take the examination. Each examination form in turn includes questions that enable the Examination Program to place different forms of the exam on a common measurement scale, thereby adjusting the forms for any minor differences in difficulty. Because of this adjustment, applicant results and scores have the same meaning, regardless of the particular examination form that was administered.

INBDE scores are calculated based on responses provided by candidates in conjunction with the known characteristics of administered questions. These characteristics include question difficulty, the quality of the question, and the question's susceptibility to guessing. Candidates are not penalized for guessing. However, in estimating a candidate's skill level, examination scoring routines do psychometrically take into account the aforementioned three characteristics to provide a more precise estimate of candidate skills. The program employs sophisticated psychometric analyses to accurately and fairly evaluate candidate skills.

Some questions on the examination are experimental and are not scored. The data collected on unscored questions is used to determine whether the question is appropriate for use in future test construction. Unscored questions look the same to candidates as scored questions.

RESULTS AUDITS

As a routine part of quality assurance procedures, candidate examination responses and results are audited for accuracy before results are distributed. Candidates can also request to have their examination results audited or rechecked for accuracy an additional time, beyond that indicated above. To request an additional results audit, login to your account and follow the audit request instructions. There is an additional charge for this additional audit (see the Examination Fees section of this Guide). Additional results audits require approximately four to six weeks to complete, and must be requested within 30 days of the reporting date indicated on the official report of results.

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RESULTS INFORMATION

RESULTS REPORTS

Examination results are typically available approximately three to four weeks after the examination date Results can be viewed online by logging into DENTPINusing your DENTPIN and password to login to your My Account page.

By signing their application, candidates educated by accredited programs (either currently enrolled or who have graduated within the last five years) give express permission for their results to be shared with the program dean and the dean's designee(s). Results are provided to others if permission is granted in the form of a results report request from the candidate, or if such delivery is consistent with or required by JCNDE policy.

If misconduct has occurred concerning a past administration, at the discretion of the JCNDE results reports may contain information concerning the incident (see Examination Regulations and Rules of Conduct). After receiving their results report, candidates may request that additional reports be sent to other entities. Candidates must confirm the accuracy of these requests.

Fees are nonrefundable and nontransferable.

Results report requests can be made by signing into your DENTPIN account (www.ada.org/dentpin) and going to the 'Requests' tab. DTS will provide a history of results to dental and dental hygiene boards and any additional reports be sent to other entities. Candidates must confirm the accuracy of these requests.

Scores cannot be voided at the request of a candidate after completing any part of the examination.

ELIGIBILITY REQUIREMENTS

The JCNDE does not discriminate based on race, ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

Eligibility requirements differ based on factors such as the candidate's educational background (e.g., educated by a program accredited by the Commission on Dental Accreditation (CODA) vs. not) and current stage of education (e.g., current vs. former student). Additionally, unless otherwise indicated, policies that apply to candidates educated by CODA accredited programs also apply to candidates educated by programs accredited by the Commission on Dental Accreditation of Canada (CDAC) who are seeking licensure in the US. This occurs through a reciprocal agreement. Candidates must qualify for examination through one of the following provisions:

Education through CODA Accredited Programs:

Current Student – CODA Accredited Program
A current student in a CODA accredited program is eligible for examination when the dean (or their designee) provides confirmation that the student is prepared in all applicable disciplines.

Former Student – CODA Accredited Program
A former student who has completed courses in preparation for this examination—but is no longer enrolled in the same program—is eligible for examination only if admitted or "conditionally admitted" to another CODA accredited program in the applicable area of study. "Conditionally admitted" is defined as admission contingent upon successful completion of this examination. Verification must be in the form of a letter from the dean of the CODA-accredited program.

Dentist – Graduate of CODA Accredited Program
A dentist who is an active, life, or retired member of the American Dental Association at the time of application is eligible for examination without further documentation.An affiliate member or nonmember must submit a copy of their diploma or provide other appropriate verification of their degree.

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Education through Programs Not Accredited by CODA

General Provisions
ALL candidates educated by non-CODA-accredited dental programs must have their educational degree confirmed through Educational Credential Evaluators Inc. (ECE). ECE prepares reports providing confirmation of candidate educational degrees earned in other countries.

Current Student – Non-CODA-Accredited Program
A current student attending a non-CODA-accredited program must adhere to the General Provisions indicated above. Additionally, these students must have their status confirmed by their educational program, through the completion of the Certification of Eligibility Form. Completed certification forms must be sent by the educational program and must include both the seal of the university and the signature of the dean or registrar.

Dentist – Graduate of a Non-CODA-Accredited Program
Candidates in this category must adhere to the General Provisions indicated above.

INBDE® RETESTING POLICY AND ADDITIONAL ELIGIBILITY CONSIDERATIONS

With respect to candidates from accredited institutions, dental deans determine candidate eligibility to participate in the INBDE Program. Subsequent to submitting a corresponding application, candidates will receive confirmation of their eligibility to complete the INBDE, via an eligibility email from the Department of Testing Services.

The INBDE retest policy is as follows:

- Candidates who have passed the INBDE may not retake the examination unless required by a dental board or relevant regulatory agency.
- Candidates who have not passed may apply for re-examination. An examination attempt is defined as any examination administration where the candidate has been seated at a computer at a test center, and electronically agreed to the confidentiality statement presented at the beginning of the examination. Providing this agreement starts the examination.
- Under the JCNDE's 5 Years/5 Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. Subsequent to the fifth year or fifth attempt, candidates may test once every 12 months after their most recent examination attempt.
- Candidates must wait a minimum of 60 days between each unsuccessful INBDE attempt, with a maximum of four (4) such administrations permitted during any one-year period of time. The preceding restrictions are not subject to appeal.
- INBDE attempts are independent of any prior NBDE attempts, with respect to the aforementioned Five Years/Five Attempts Eligibility Rule. Candidates who have previously failed five times or more on the NBDE Part I and/or Part II will also have five years/five attempts on the INBDE.
- In reporting INBDE results, all attempts on the National Board Dental Examinations (i.e., NBDE Part I, NBDE Part II, and the INBDE) will also be reported.
- Candidates are encouraged to seek formal remediation before re-examination.

See the Eligibility Requirements section of this Guide for additional information concerning candidate eligibility to take the INBDE.

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EXAMINATION FEES

Fees are non-refundable and non-transferable. All fees are in U.S. dollars.

FEE TYPE	DESCRIPTION	FEE AMOUNT
INBDE Fee	This fee includes official results reporting to the candidate, three licensing jurisdictions (provided result report requests are requested at the time of application), and the candidate's dental school (CODA accredited dental school).	$845
Processing Fee for International Candidates	This processing fee applies to canidates who are students or graduates of a dental school not in the United States or Canada.	$350
Results Report Fee	This fee covers a single results report for a recipient NOT selected at the time of application.	$50 per report
Results Audit Fee	DTS is willing to audit a candidate's results if the request is received within 30 days of the reporting date on the official results report.	$65
INBDE Certificate	Candidates can order a full-size (8.5'x11") certificate with optional frames. To purchase a National Board Certificate, candidates must log in with their DENTPIN®.	To purchase a National Board Certificate, candidates must log in with their DENTPIN.
Eligibility Extension Fee	Candidates can extend their eligibility period for a fee. The extension is for 45 days and is available once per application.	$130

EXTENSION REQUEST GUIDE NOTICE

Candidates may request a 45-day extension (weekends and holidays included) to their eligibility window by logging into their DENTPIN® account at https://www.ada.org/education/manage-your-dentpin.

Candidates may request only one extension per application, and cannot have a currently scheduled examination appointment. Any candidate with a scheduled appointment must cancel that appointment before proceeding with an extension request; failure to do so will result in the extension request being denied. The eligibility extension request does not supersede any other rules regarding a candidate's eligibility.

The fee for the 45-day extension is listed above, and must be paid at the time the extension request is submitted. This fee is non-refundable and non-transferable.

Please Note:
Once DTS processes a candidate's application, that candidate is eligible to test for a six-month period, unless other considerations—including retest rules and program requirements—limit the eligibility period to a shorter timeframe. Candidates are encouraged to consider their test administration date carefully, as any last minute requested changes (e.g., for medical reasons, personal reasons, or due to a missed testing appointment) may not be approved.

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RESCHEDULING FEES

Candidates may reschedule testing appointments for a fee, provided notice of at least one full business day (24 hours) is given before the original appointment, and the rescheduled date falls within the authorized eligibility period. Rescheduling fees are subject to change.

# OF DAYS PRIOR TO TESTING APPOINTMENT	RESCHEDULE FEE
30 or more business days* before test date	$40
5 – 29 business days before scheduled test date	$70
1 – 4 business days before scheduled test date	$150
Penalty if candidate fails to appear for a scheduled testing appointment OR presents more than 30 minutes after the scheduled start time and is refused admission	Full testing fee will be forfeited

**Saturday and Sunday are NOT business days*

EXAMINATION SCHEDULE

The following table provides the INBDE® administration schedule. The total administration time is twelve hours and 30 minutes, including the tutorial, scheduled breaks, and post-examination survey. Administrations occur over two days. The second administration day must occur within seven (7) days of the first day of administration (i.e., administration does not need to occur over two consecutive days). Both administration days must occur at the same test center. If a candidate does not test on two days within a 7-day period and at the same test center, they will be required to retest at their own expense.

INTEGRATED NATIONAL BOARD DENTAL EXAMINATION SCHEDULE		
DAY 1		
Section	**Content**	**Minutes**
Tutorial (optional)		15
Section 1	100 standalone items	105
Scheduled Break 1 (optional)		15
Section 2	100 standalone items	105
Scheduled Break 2 (optional)		30
Section 3	100 standalone items	105
Scheduled Break 3 (optional)		15
Section 4	60 items (item sets)	105
DAY ONE TOTAL TIME		8 hours 15 minutes
DAY 2		
Section	**Content**	**Minutes**
Tutorial (optional)		15
Section 5	70 items (item sets)	105
Scheduled Break (optional)		15
Section 6	70 items (item sets)	105
Post-Exam Survey		15
DAY 2 TOTAL TIME		4 hours 15 minutes
TOTAL TIME		**12 hours 30 minutes**

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EXAMINATION SCHEDULE (continued)

Taking a break at any time other than a Scheduled Break is considered an Unscheduled Break. During Unscheduled Breaks candidates may NOT access personal belongings or prohibited items, study, refer to notes or texts, use a telephone, eat or drink any food or beverages, or leave the test center. Locker access during an unscheduled break is strictly prohibited.

Violation of this policy may result in penalties that include, but are not limited to, the voiding of your examination results and enforcement of an additional mandatory wait period before retesting.

IMPORTANT NOTE: COVID-19 continues to have an impact on examination programs implemented by DTS. Candidates testing in 2023 should regularly monitor the DTS COVID-19 update document, posted on the Examination Program website, for its potential impact on the Examination Program.

APPLICATION PROCEDURES

Before applying to take this examination, candidates must first obtain a Dental Personal Identification Number (DENTPIN®). Register for a new DENTPIN or retrieve an existing DENTPIN at www.ada.org/dentpin.

The DENTPIN is a unique personal identifier used by the U.S. dental education system and standardized testing programs, such as the Dental Admission Test, Advanced Dental Admission Test, and the Admission Test for Dental Hygiene — as well as application service programs such as the American Dental Education Association (ADEA) Postdoctoral Application Support Service (ADEA PASS), the ADEA's Associated American Dental Schools Application Service (ADEA AADSAS), the Texas Medical & Dental Schools Application Service (TMDSAS), the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID), and the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS). In each case, the DENTPIN is used to uniquely identify individuals, and for the confidential and secure reporting, transmission, and tracking of test scores and academic data.

Once a DENTPIN is obtained, candidates can submit an application through the examination program website. A new application and fee must be submitted before each testing attempt. A submitted application will be processed only if the candidate meets all eligibility requirements for testing. Application processing takes place Monday through Friday during standard US business hours.

After the application has been processed, candidates will be eligible to test for a six-month period, unless other considerations (including retest rules and requirements) limit the eligibility period to a shorter timeframe.

During the application and testing process, candidates will be required to provide their legal name, DENTPIN address, date of birth, and other requested information to allow proper identification by the testing program. ALL submitted information must be accurate. When including a middle name, candidates must use either their full middle name or their middle initial. If it is determined that a candidate deliberately falsified personal information in the DENTPIN system, examination application, or at the test center, scores will be voided and all schools will be notified. Possible repercussions from this action include a required two-year waiting period before taking the examination again, or a complete banning from the Examination Program and any other examination program implemented through the DTS.

If the name on a candidate's application fails to EXACTLY match the name appearing on IDs brought to the Administration Vendor test center, the candidate will NOT be permitted to test. As a result, the testing appointment and application fee will be forfeited and the candidate will be required to submit a new application and fee before taking the examination.

Candidates are responsible for identifying any changes and corrections to their application (such as name, birth date, etc.) and submitting corresponding requested updates at least two weeks prior to their testing appointment.

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APPLICATION PROCEDURES (continued)

These changes require completing a "DENTPIN® Request Form" which is available at www.ada.org/dentpin. All changes and corrections must be emailed to dentpin@ada.org along with the candidate's DENTPIN (if known) and any appropriate supporting documentation, such as a marriage certificate or court documents. Updates made to contact information (address, email address, etc.) using the "Update Your DENTPIN" page at www.ada.org/dentpin will NOT automatically update existing test applications and score report requests. Candidates are responsible for identifying any corrections or omissions and must notify the testing program separately via email at dentpin@ada.org.

Candidates are encouraged to consider their test administration date carefully, as any last minute requested changes (e.g., for medical reasons, personal reasons, or due to a missed testing appointment) may not be approved.

ADMINISTRATION VENDOR TEST CENTER PROCEDURES

The Administration Vendor will electronically capture the identity of each candidate biometrically (e.g., through photograph, fingerprint, or palm vein scan) before candidates can proceed with testing. Candidates must consent to these procedures before they are permitted to test. Electronic capture of biometric data allows for a more efficient return to testing after breaks. Biometric and other identifying information will be retained by the Administration Vendor and will be utilized for identity verification at potential future test administrations (e.g., retesting).

Administration Vendor staff will visually inspect eyeglasses and hair accessories as part of check-in procedures. Staff may also use an electronic detection wand to scan for electronic devices. Jewelry, except for wedding and engagement rings, is prohibited. Updates to security protocol at check-in may change with little to no advance warning. Candidates can view the current check-in procedures at the Administration Vendor's website.

Administration Vendor staff will observe candidates at all times during the testing appointment; this observation will include staff walking through the secure testing room, as well as video recording of the candidate's examination session. Administration Vendor staff are required to report behavior that might represent a violation of rules and regulations.

Administration Vendor staff are not authorized to answer questions from candidates regarding examination content, examination software, specific examination program policies, and scoring.

RESCHEDULE OR CANCEL A TESTING APPOINTMENT

To reschedule or cancel a testing appointment, candidates must use the scheduling tools on the Administration Vendor website, or contact the Administration Vendor using the contact information provided on the Administration Vendor website.This must be done in advance of the testing appointment. Additional fees apply, and must be paid directly to the Administration Vendor (see the Examination Fees section of this Guide). The local test centers where candidates complete their examination cannot schedule, reschedule, or cancel your appointment. Appointments must be canceled or rescheduled by the business day prior to the test, and at least 24 hours in advance of the scheduled appointment. Candidates will receive a confirmation notification when rescheduling their testing appointment; please retain a copy of this confirmation.

NO-SHOW POLICY

Candidates who do not appear for a scheduled testing appointment and do not cancel or reschedule their appointment by the required time in advance of the test date will forfeit all testing fees, be required to submit a new application, and must pay the fee to schedule a new appointment.

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EMERGENCIES ON THE DAY OF A TESTING APPOINTMENT

If an emergency occurs on the day of a testing appointment that prevents a candidate from sitting for their examination, a written request for relief must be submitted to DTS. This request should include applicable documentation and be sent to testingproblems@ada.org within five business days of the scheduled appointment.

Examples of emergencies and applicable documentation include, but are not limited to, the following:

- Sudden illness on the examination day. Provide a doctor's note or hospital records confirming that you were treated on the day of the examination.
- Death of a member of the family on the examination day. Provide a copy of an obituary, prayer card, funeral service program, or death certificate confirming that the relative passed away or services were held on the day of the examination.

Testing appointments affected by emergencies occurring prior to the day of the scheduled appointment should be handled through the Administration Vendor's rescheduling and cancellation process indicated previously.

TESTING PROBLEMS ON THE DAY OF THE TESTING APPOINTMENT

If a candidate encounters a problem during their examination, the administration should not be resumed until the issue has been documented and resolved by the test center administrator. If a candidate continues to have issues with their testing experience after having requested such assistance, they should again alert test center staff and request that staff resolve the issue. If the issue persists, the candidate should immediately discontinue testing. Candidates who continue to test despite the presence of continued, significant issues waive their right to appeal for a remedy on the basis of those encountered issues. Concerns not resolved at the time of testing must be submitted in writing within five business days of the testing appointment to testingproblems@ada.org.

Candidates must contact testingproblems@ada.org directly, and state the specific relief being requested. Upon receipt of directly communicated information, DTS will conduct an investigation and notify the candidate of the outcome. Candidates with documented, unresolved testing issues could be offered the courtesy of a retest within 30 days. If the candidate accepts the retest courtesy, the retest will replace the results of the initial test, and the initial test results will be voided. Candidates who continue to test despite severe issues—and particularly those who continue to test, wait for their results to be released, and call DTS afterwards upon receipt of a poor score—are unlikely to obtain the remedy they seek.

Test center incident reports submitted on behalf of the candidate—and comments submitted by the candidate via post examination surveys—are considered indirect communication to DTS. These indirect communications may be considered by DTS as part of its general quality assurance procedures, but would not result in specific relief for the candidate.

Examination results cannot be canceled or adjusted under any circumstances.

TESTING ACCOMMODATIONS

The Examination Program provides reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act. These accommodations occur for individuals with documented disabilities or medical conditions who demonstrate a need for accommodation, request an accommodation prior to testing, and who are approved by the Examination Program to receive accommodations based on the information submitted.

Testing accommodations are offered to those with a qualified disability or a medical condition in order to offer equal access to testing. Candidates must request testing accommodations with each application, but—for subsequent administrations—will not be required to submit additional documentation covering the same disability or condition.

Information concerning specific accommodations provided will not be shared outside of DTS, the test center, and the Examination Program, and will not be indicated on examination results.

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TESTING ACCOMMODATIONS (continued)

In considering a request from a candidate with a disability, the Examination Program is guided by a focus on validity. Testing accommodations are provided so all candidates have the opportunity to demonstrate their knowledge and skills, as opposed to having the measurement of their knowledge and skills inappropriately reflect a disability.

The following information will be used to help determine whether candidates qualify for accommodations under the Americans with Disabilities Act or as a result of a current medical condition.

The Examination Program requires a complete evaluation of the candidate as well as a completed and signed Testing Accommodations Request Form. A health care professional appropriately qualified to evaluate the disability or medical condition must conduct the evaluation. For more information on accommodations and an explanation of how to request testing accommodations consult the Testing Accommodations Request of the Examination Program website (see the section entitled “Apply to Take ...” the Examination).

Candidates with a documented disability recognized under the Americans with Disabilities Act that testing accommodations must submit the following three documents prior to testing:

1. an application to test,
2. the Testing Accommodations Request Form, and
3. the supporting documentation.

Procedures for submitting a request for testing accommodations are as follows:

- In the electronic application to take the Examination, select “Yes” when asked whether testing accommodations are requested.
- Submit the following documents to testingaccommodations@ada.org:
  - Testing Accommodation Request Form found on the Examination Program website, signed and dated, indicating the disability, and the request for accommodations. Accommodations should align with the identified functional limitation so that the adjustment to the testing procedure is appropriate.
  - Current evaluation report (from within the past five years) from the appropriate health care professional. The document must be on official letterhead and should include the professional’s credentials, signature, address, and telephone number. The report must indicate the candidate’s name, date of birth, and date of evaluation. The report should include:
    - information concerning the specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
    - the results of the diagnostic procedures and tests, and a comprehensive interpretation of the results.
    - the specific diagnosis of the disability, with an accompanying description of the candidate’s limitations due to the disability.
    - a summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of the identified functional limitation.
    -

Procedures for submitting a request for testing accommodations are as follows:

- Documentation of any previous accommodations provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

Candidates can schedule a testing appointment AFTER testing accommodation requests have been approved. Testing accommodations cannot be added to a previously scheduled testing appointment. If candidates schedule testing appointments before testing accommodations are approved, candidates will be required to cancel the appointment and pay a rescheduling fee. Candidates requesting accommodations must receive their eligibility email (with approved accommodations) before scheduling a testing appointment.

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UNACCEPTABLE FORMS OF DOCUMENTATION

Please do not submit the documents indicated below. They will not be accepted.

- Handwritten letters from health care professionals
- Handwritten patient records or notes from patient charts
- Diagnoses on prescription pads
- Self-evaluations
- Research articles
- Original documents (submit copies only)
- Previous correspondence to the Examination Program (DTS maintains copies of all correspondence)

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EXAMINATION REGULATIONS AND RULES OF CONDUCT

RULES OF CONDUCT

Rules have been established that govern the administration of this examination to ensure results accurately reflect candidates' skills. Examination regulations and rules of conduct help preserve the integrity of the examination process and provide standardized examination administration conditions that yield valid and reliable results.

The Examination Program bears no responsibility for inaccurate information or inappropriate permissions received from test center administrators. It is your personal responsibility to understand and comply with the Examination Regulations indicated in this guide. If a candidate's conduct is determined to violate the terms set forth in this Guide, the Examination Program will act to strictly enforce its policies and procedures.

Accessing official examination content prior to testing, breaching the confidentiality of examination content, or any attempt to subvert the examination process represent violations of test regulations. Conduct occurring before, during, or after testing that violates the examination regulations and rules of conduct could result in invalidation of examination results and other penalties.

Candidates must be truthful in completing the application and must abide by all instructions regarding examination conduct.

Failure to comply with the examination regulations and rules of conduct could result in a determination of the presence of an irregularity, and examination results could consequently be voided. If results are voided as a result of an irregularity, candidates could be prohibited from testing for a specified time period or, in egregious cases, from retesting at all. Additionally, candidates could face civil or criminal prosecution.

By applying for the examination, candidates agree to abide by the following Rules of Conduct:

1. The candidate certifies that they are registering for this examination for the purpose indicated in the Examination Purpose section of this Candidate Guide. The examination may not be taken on behalf of anyone else or for any reason other than for the purpose indicated. Candidates may not take the examination to practice or to obtain an advance review of the content
2. Candidates are not allowed to complete an examination for any reason other than that indicated by the Examination Purpose. If available information suggests a previously eligible candidate might be completing an examination for other purposes, the Examination Program may revoke the candidate's eligibility, and the candidate could be required to re-establish eligibility to take the examination.
3. Candidates will not give, receive, or obtain any form of unauthorized assistance prior to the examination, during the examination (e.g., in the testing room or when on a break), or subsequent to the examination.
4. Candidates will maintain the confidentiality of examination content at all times. Candidates will not reproduce or attempt to reproduce examination materials through memorization, recording, copying, or other means. Candidates will not provide information concerning examination content that might affect the examination's ability to accurately assess candidates' skills, or that might provide unfair advantage to other candidates. For example, Candidates will neither make use of nor participate in the sharing or distribution of information regarding examination content or answers (via electronic means or otherwise).
5. Candidates will not bring any unauthorized materials, as listed in the Examination Misconduct section of this Guide, into the secure testing area. All unauthorized materials must be placed in an assigned locker and may not be accessed during testing.
6. Candidates will not remove information about the exam (written, printed, recorded, or other) from the test center.
7. Candidates will comply with Administration Vendor test center policies and procedures and will not create a disturbance in the test center.
8. Candidates will not tamper with the computer testing equipment and facilities.
9. Candidates will cooperate fully with any investigations involving testing irregularities and agree to have their examination analyzed to detect aberrancies.
10. This Examination is a secure examination protected by U.S. copyright laws. Any unauthorized disclosure of the examination's content could result in civil liability, criminal penalties, voiding of examination results, or other appropriate penalties.

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RULES OF CONDUCT (continued)

Test content (in whole or in part) is prohibited from being disclosed before, during, or after the test to anyone, including but not limited to: family, friends, classmates, colleagues, or test preparation organizations. This applies to any content disclosed through discussions, emails, in writing, online (e.g., blogs, social media, websites), or otherwise.

Candidates who receive unreleased test items should immediately contact DTS at testsecurity@ada.org, and should NOT review the materials they have received. Candidates who have been found to be in possession of such information—or to have participated in the distribution of this information—may have their examination results voided. Penalties might be imposed subsequent to discovery and investigation of the original incident, which could occur years after the incident itself.

Candidates are encouraged to report any activities where information about examination questions is disclosed, so that DTS can investigate and take any necessary action. Report such activity to DTS at testsecurity@ada.org.

PRIVACY AND SECURITY

The Examination Program will maintain the privacy and security of candidates' personal information using industry standard methods. DTS will collect and retain personal information to serve candidate needs, administer the examination, fulfill Examination Program responsibilities (e.g., to maintain the integrity of the test and detect and prevent unlawful activity), and fulfill legal requirements. Examination results shall be retained indefinitely, along with testing records and candidates' personal information.

Before the examination is administered, candidates will be required to provide a written release concerning the collection of their biometric information. Biometrics are collected by the Administration Vendor for purposes of verifying identity and detecting and preventing unlawful activity; the data is stored securely by the Administration Vendor.

As applicable and in accordance with the purpose of the Examination Program, examination results will be released or reported to state boards, education programs, or other entities upon written candidate authorization or designation by electronic means through the electronic application or score report request form. Examination results may be released or reported in the absence of such authorization when policies indicate that such notification is appropriate (e.g., notification of state boards concerning an irregularity). Examination results may be released to education programs to enable those programs to understand student outcomes. For research and policymaking purposes, examination results may be released—with personally identifying information removed—to individuals or entities that the Examination Program deems legitimately interested. Information regarding privacy policies is made available to all candidates and the public.

The ADA provides technical support for the Examination Program and uses data security procedures to protect the integrity of personal and exam information. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on policies relating to your use of the ADA website, please refer to the Privacy Notice and Terms of Use available at www.ada.org.

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EXAMINATION REGULATIONS AND RULES OF CONDUCT

EXAMINATION MISCONDUCT

The Examination Program strives to report results that accurately reflect the skills and performance of each candidate. The standards and procedures for administering each examination are intended to provide candidates with a reasonable opportunity to demonstrate their skills, and to facilitate accurate evaluation of those skills.

The Examination Program reserves the right to withhold, void, or invalidate any result when, in the Examination Program's judgment, it is reasonable to question the validity of the result. Reasons for withholding, voiding, or invalidating results, or for imposing other appropriate penalties, could include, but are not limited to, the following:

- Unusual answer patterns
- Atypical score increases from one examination attempt to another
- Discrepancy in, or falsification of, a candidate's identification
- Information indicating that a candidate has engaged in misconduct or a violation of the examination regulations, rules of conduct, or test center procedures
- Sharing of remembered exam questions or answers. This includes sharing through social media platforms, online discussion forums, or other means
- Taking an examination on behalf of another individual, or having another individual take an examination on your behalf
- Falsification of application information or supporting documents
- Falsification of a candidate's results or results report
- Inconsistent performance on different sections of the exam from one examination attempt to another
- Improper access to secure exam content
- Evidence is available concerning the presence of an examination administration irregularity
- Any other information indicating the results might not be valid.

When examination results are voided or invalidated, the candidate is notified in writing. This notice includes information about the decision and the procedure for appeal. Results will remain voided until an appeal process has been completed, or the time for appeal has expired.

When previously reported results are voided, the score report recipient will be notified in writing that the result has been voided.

If it is determined a candidate has engaged in irregular behavior, information regarding this determination becomes a part of the candidate's record. At its sole discretion, the Examination Program may elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom a candidate has instructed results be sent (both currently and in the future).

In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, could be asked to provide information concerning the irregularity.

The Examination Program reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the examination or the integrity of the examination process.

No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker; storage is limited. Personal belongings may be inspected. Notes or any materials accessed during the examination or on an unscheduled break could be confiscated. Accessing personal belongings or a locker during an unscheduled break violates the examination regulations. Test administrators are **NOT** authorized to provide permission to candidates to access personal belongings or lockers during an unscheduled break.

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EXAMINATION MISCONDUCT (continued)

Items that are prohibited from the secure testing area include, but are not limited to, the following:

- Books, notes, study materials, scratch paper, tissues, and markers
- Personal earplugs and headphones NOT provided by the Administration Vendor. Headphones NOT provided by the Administration Vendor.
- Dental instruments, models, or materials
- Slide rules, paper, calculating devices, rulers, and other measuring devices (except those items approved in advance under testing accommodations)
- Electronic devices such as cell phones, recording devices, iPods, tablets, and headsets
- Tote bags, purses, wallets, backpacks, and briefcases
- Highlighters, pens, erasers, pencils, dictionaries, and translators
- Food, candy, gum, and beverages (except those items approved in advance under testing accommodations)
- Outerwear, such as coats, jackets, gloves, or head coverings (religious attire is allowed)
- Good luck charms, statues, religious or spiritual items, and similar objects
- Watches (digital, analog, or smart) or timing devices (a timer is provided on the computer screen during the examination)
- Magnifying devices
- Jewelry (except for wedding and engagement rings)

The test center will provide two note boards (without graph lines) and two low-odor fine tip markers during the examination. Used note boards will be replaced by test center staff upon request. Scratch paper, pencils, and markers not furnished by the testing center are prohibited. You are not guaranteed to receive graph lines on your provided materials.

Candidates may not write on the note boards before the test begins or during scheduled breaks. The note boards should not be folded, bent, distorted, or modified in any manner. Markers cannot be used any surface other than the note boards. Candidates may not touch the monitor during the examination. All items provided must be returned to the test administrator before leaving the test center. Test center note boards will not be stored for multiple day examination use. Any notes taken will be surrendered at the end of each testing day and erased.

Candidates may not engage in conversation with others during testing or while on an unscheduled break. Discussing the examination is strictly prohibited.

Test center administrators will report the activity of candidates who take unscheduled breaks.

During an unscheduled break, candidates may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a telephone, eat or drink any food or beverages from lockers, or leave the test center. Test administrators are NOT authorized to provide permission to engage in these activities.

Although the examination is administered under strict supervision and security, examination irregularities can sometimes occur. Examination results could be voided based upon a breach of examination security, invalid examination conditions, or candidate violations of the examination regulations, rules of conduct, or test center procedures. If irregularities are detected during the examination, or evidence of irregular behavior is disclosed when the examination is scored or afterward, those involved will have their examination results voided and face appropriate penalties.

Failure to comply with examination regulations, rules of conduct, and test center procedures could result in a determination of the presence of an irregularity, and examination results could be withheld, canceled, considered invalid, or another appropriate penalty could be imposed. Candidates might also be directed to leave the test center before the examination is completed. If results are withheld or invalidated, or other penalties are proposed or imposed as the result of an irregularity, candidates could be prohibited from testing and other appropriate penalties could be imposed.

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IRREGULARITIES AND APPEALS

An irregularity is defined as a situation in which there could be a question about the validity of examination results in accurately reflecting the ability and skills of a candidate.

For example, such questions could be raised when:

- there is communication between candidates during the testing session.
- unauthorized assistance occurs.
- candidates have inappropriate access to examination content (e.g. remembered questions or answers are shared by email, online posting, or other means).
- conduct prohibited by the examination regulations, rules of conduct, or test center procedures occurs or examination administration disruptions are present, including natural disasters and other emergencies.

When an irregularity is identified, results for the candidate(s) involved will be voided pending resolution of the corresponding appeal(s). If an appeal is denied or no appeal is filed, the results of the candidate(s) involved could remain voided and/or other appropriate remedies imposed.

Rule violations and/or irregularities occurring in one Examination Program implemented by DTS may result in penalties that impact a candidate's ability to test in another Examination Program implemented by DTS.

Candidates whose results are subject to being voided are notified by written correspondence and provided with a copy of the *Limited Right of Appeal for Examination Candidates*. Appeals must be submitted in writing within 30 days of notification of the irregularity. **Appeals must be submitted in writing within 30 days of notification of the irregularity. Appeals must clearly state the specific relief being requested and include corresponding arguments, evidence, and documentation in support of the request.**

The candidate will be notified of the appeal decision within 60 days after receipt of the appeal.

When considering an appeal, the Examination Program strives to ensure that examination results accurately reflect candidates' skills, and that the appealing candidate has an opportunity equal to, but not greater than, the opportunity provided to other candidates.

Results will be voided when there is a reasonable and good faith basis to do so. If it is determined that voiding results is not warranted under the circumstances, the results will be released.

Candidates should be aware that irregularities - other than natural disasters and emergencies beyond the control of the candidate - are considered to be a serious breach of the examination process.

The Examination Program strives to handle irregularities and their investigation in a confidential, professional, fair, and objective manner.

Candidates should be aware that reports of irregularities may have consequences beyond the voiding of results or the imposition of other appropriate penalties.

- Information regarding the irregularities may be brought to the attention of school authorities, regulatory agencies, or other entities, by other sources.
- Additional information concerning a candidate may surface within the context of an investigation into an irregularity.

Candidates are encouraged to report suspicious activity or observations of violations of the examination regulations to DTS at testsecurity@ada.org.

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ARBITRATION REQUIREMENT

Arbitration has become an increasingly common way to resolve legal differences. Generally speaking, the advantages of arbitration over traditional lawsuits are that arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the Limited Right of Appeal for Examination Candidates, the candidate must use the procedure described in the following Agreement to Arbitrate.

AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and the Examination Program, in connection with your participation in this Examination Program, where that dispute is not resolved by the appeals process detailed in this Guide and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.

2. The American Dental Association (“ADA”) agrees to be similarly bound except that the ADA reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADA seeks relief.

3. Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current Consumer Arbitration Rules of the American Arbitration Association. The arbitrator’s award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association website, www.adr.org.

4. In the event of Arbitration, and except to the extent the Consumer Arbitration Rules provide otherwise, the parties shall bear their own costs and attorneys’ fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other’s costs, or attorneys’ fees, or both.

5. To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through “Class Arbitration” proceedings or otherwise.

6. This Agreement is part of the application to take this examination. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Examination Program.

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